



John Salomone
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: John Salomone, Town Manager
Date: June 22, 2012
Re: Monthly Report – May 2012

GENERAL ADMINISTRATION

- Town Manager John Salomone attended various CRCOG, MidState and CTCMA meetings.
- Mr. Salomone attended several project meetings and several team meetings regarding various issues including Town Hall renovations and Market Square Improvements.
- Mr. Salomone interviewed candidates for the Engineering Technologist II Position
- Mr. Salomone continued work related to the AFSCME union contract negotiations.
- Mr. Salomone worked with various Department Heads regarding recommendations for the Charter Revision Commission.
- Mr. Salomone met with staff and union representatives regarding various personnel issues.
- Mr. Salomone met with residents and area business owners to address various issues and concerns as needed.
- Mr. Salomone attended the annual Senior and Disabled Center Volunteer Recognition Dinner

Paid overtime during the month of April 2012 was as follows: Note that overtime costs include all instances and may be charged to non-operating budgets (i.e. road projects).

HIGHWAY DEPARTMENT	Overtime Hours	Cost
Vehicles And Equipment	13.0	\$ 587.05
Weekend Stand-By And Call-In	16.0	598.88
Road Maintenance	44.9	1646.71
Landfill	9.0	449.10
Traffic Division	17.9	818.15
Total	100.8	\$ 4,099.89
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Tennis Prep	173.0	\$ 7,278.50
Graves	28.0	823.85
Herbicide Spray	86.0	3,741.86
Weekend Duty	40.0	3,197.08
Total	327.0	\$ 15,041.29

POLICE DEPARTMENT	11-12 Budget Overtime Appr.	Overtime Expended 11-12 YTD	10-11 Budget Overtime Appr.	Overtime Expended 10-11 YTD	Overtime Expended - Oct 2011 Storm
Administration	\$ 6,998.00	\$5,054.62	\$ 6,461.00	\$ 5,435.39	\$ 248.48
Patrol	563,361.00	620,252.92	554,004.00	555,840.11	20,705.07
Investigation	73,567.00	60,520.09	74,110.00	55,263.44	0
Communication	107,966.00	170,749.21	111,426.00	141,007.80	7,630.67
Education/Training	100,698.00	81,864.08	103,603.00	97,724.09	3,612.23
Support Services	40,452.00	34,812.46	37,985.00	34,959.77	3006.49
Animal Control	9,567.00	3,913.19	12,144.00	4741.31	0
Total	\$ 900,609.00	\$ 977,166.57	\$ 899,733.00	\$ 894,971.91	\$ 35,202.94
HIGHWAY DEPARTMENT					
Highway Operations	\$ 29,225.00	\$ 76,704.40	\$ 28,109.00	\$ 18,455.32	\$ 48,951.93
Snow and Ice Control	137,119.00	54,943.96	132,349.00	142,809.37	21,209.52
Traffic	8,684.00	5,939.70	8,345.00	3,751.15	1,991.65
Vehicles and Equipment	29,981.00	43,202.79	28,185.00	24,478.74	20,456.55
Leaf Collection	55,937.00	36,990.88	54,997.00	43,908.39	0
Total	\$ 259,946.00	\$217,781.73	\$ 251,985.00	\$ 233,402.97	\$ 92,609.25
PARKS AND GROUNDS					
Parks and Grounds	\$ 142,799.00	\$169,191.67	\$ 130,547.00	\$ 108,301.16	\$ 57,153.46
Cemeteries	15,635.00	9,834.76	14,893.00	9,646.70	1,113.59
Total	\$ 158,434.00	\$179,026.43	\$ 145,440.00	\$ 117,947.86	\$ 58,267.05

PERSONNEL

- The Town Council appointed Craig Minor to the position of Town Planner, effective April 17, 2012.
- Lieutenant John Johnson gave notice of intent to retire in June 2012.
- John DiMaria was appointed to the position of Engineering Technologist II, effective May 29, 2012.
- An internal union job opening was posted for the Librarian I position with a closing date of May 9, no internal union candidates applied. Several current part-time Librarians subsequently applied and are in the process of being considered for the position.
- The written exam for Certified Police Officer was conducted on May 10. Oral interviews with the top five candidates were conducted on May 22. The top three candidates have proceeded on to pre-offer polygraphs and background checks.
- A general recruitment process began in May with a closing date of May 25. The hiring process will continue in June.

RISK MANAGEMENT

2011-12 Blue Cross/Blue Shield Plan Year

The tenth month of the 2011-12 plan year produced a combined paid claim total that was higher than those estimates that were developed at renewal. The monthly claims for the 2011-12 plan year were estimated at \$835,226. The total paid claims for April 2012 were \$926,935. The breakdown for the Town and Board of Education is as follows:

Cumulative Claims through April 2012

	Town	Board of Education	Total
Estimated Claims	1,540,450	6,811,820	8,352,270
Actual Claims	1,486,821	5,843,438	7,330,259

FACILITIES MANAGEMENT

- Facilities Director Bob Korpak attended the Town Hall Building committee meeting during May and will facilitate the design direction and information gathering for this group as the group moves forward with the Town Hall project.
- Mr. Korpak also began design approach meetings with the Architectural firm of Olsen Design Group for presentation to the Town Manager and Mayor in conjunction with the building committee during the month of June.
- Mr. Korpak also met with CRCOG representatives to discuss the future plans of the town utilizing the EZIQC process for upcoming construction projects. Several past projects utilizing this program were very successful and enabled the Town to take advantage of the program saving considerable time in construction schedules.
- The Facilities group completed 29 formal work orders during the month of May at the various Town Buildings.
- Continued leak repairs occurred throughout Town Hall during the month and plans for the Transition Academy roof replacement were discussed with the BOE to determine state reimbursement levels and timing of the project design and construction.
- All HVAC systems were serviced at the Library including coil cleaning, filter changes and control system adjustments for the summer season. The roof areas were also cleaned of winter debris and gutters cleaned as well.
- An audio and video system designed for the lower level conference room L-101 was completed during April on schedule as phase one of this upgrade. After installation of cameras by channel 14 in this room, there will be the opportunity for live broadcasts of council meetings from this space in the future.
- Currently the Town is awaiting the result of a grant submitted by channel 14 to enable the installation of video equipment in this room.
- The Teen Center renovation project has now been completed.

INFORMATION SYSTEMS AND TECHNOLOGY

- Logged 37 requests for service via the Internet, blocked 73 spyware applications, blocked 38,108 unsolicited SPAM email messages from being delivered and stopped 28 viruses / Trojans, from impacting the Town's network infrastructure.
- Completed 112 formal work orders.
- The Town's website had approximately 27,522 visits during the month, 73,049 page views with an average of 2.65 pages viewed per visit. The Town, Library, Town Employment Opportunities and Parks and Recreation's Homepages were the most frequently visited pages.
- Renewed Secure Socket Layer (SSL) certificates for the town's external domain "newingtonct.gov." SSL certificates are used to secure communications between servers, network appliances, workstations and various network devices.
- Mr. Neil David, Network Administrator / Project Leader, attended a free one day conference hosted by VMWare. The conference provided insights on VMWare's future direction with regards to network virtualization.
- Mr. Paul G. Boutot, Director of Information Technology, participated in various regional meetings with regards to technology and participated in several teleconferences with the Multi-State Information Sharing and Analysis Center. The MS-ISAC is the focal point for cyber threat prevention, protection, response and recovery for the nation's state, local, territorial and tribal (SLTT) governments. The MS-ISAC 24x7 cyber security operations center provides real-time network monitoring, early cyber threat warnings and advisories, vulnerability identification and mitigation and incident response.
- Provided monthly wireless statistics and performance reports to Lucy Robbins Welles Library staff.
- Moved Lucy Robbins Welles Library computer assets to new anti-virus and anti-malware server and upgraded all client agents.
- Completed Citrix XenApp farm and infrastructure to support Assessor's hosted desktop solution.
- Completed Citrix XenDesktop farm and infrastructure to support Assessor's public kiosk solution.
- Mr. Scott Hoagland, Application/ Network Specialist and Mr. David updated the Lucy Robbins Welles library management software application, Sirsi Workflows.
- Mr. Hoagland worked with Human Services staff to setup workstations after they received delivery of new office furniture.
- Mr. Hoagland updated the Parks and Recreation Department's pool pass application.

- Updated software and procedures for police department records staff to upload traffic accident report data to their vendor.
- Updated the computer image used on library patron computers and deployed new image to all patron workstations. Updated image included security updates and new applications.
- Completed rebuilding fire department network accounts to address a bug with their records management system that interfered with their ability to print.
- Mr. Hoagland deployed thin client to Town assessor for testing terminal server deployment for the Assessor's office.
- Mr. Hoagland updated both the Tax Collector and Assessor's Office applications in preparation for the new tax bill season.

FINANCE

Accounting and Administration

- The 2011-12 fiscal year closeout continue with departmental General Fund balances analyzed to determine possible June 30th overdrafts. Overages will be covered as part of planned appropriation transfers by the Town Council at its June meeting.
- On May 16th, the Audit Committee met with Joseph Kask, and Nikoleta McTigue of Blum Shapiro & Co. to discuss the scope of the upcoming audit.
- Changes to the 2012-13 annual budget and Long-Range Capital Improvement Plan documents were finalized during the month.
- On May 18th, the Town was pleased to learn the Government Finance Officers Association of the United States and Canada had awarded it with the Certificate of Achievement for Excellence in Financial Reporting for fiscal year 2010-2011. This is the twenty-second consecutive year the Town has received this national recognition for its financial report.

Major grants received during the month included School Transportation grant in the amount of \$242,603 and Municipal Revenue Sharing in the amount of \$189,697. The Town received the following interest rates on investments. This list includes outstanding investments that are under the control of the Finance Department and includes the General Fund and other Town Funds.

INVESTMENTS, BY ACCOUNTING TYPE

(Unaudited)

5/31/2012

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u>	<u>Actual</u>	
	<u>FY2011-12</u>	<u>Year to Date</u>	
General Fund	\$175,000	66,770	\$13,802,955
Special Revenue Funds	1,357	1,631	1,369,909
Capital Projects Funds	388	549	446,797
Internal Service Fund	10,000	2,162	3,762,535
Trust and Agency Funds	2,700	1,372	1,573,898
TOTAL, ESTIMATED BY FUND			\$20,956,094

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

5/31/2012

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current</u>	<u>Last</u>	<u>Current</u>	<u>Last</u>	
	<u>Month</u>	<u>Month</u>	<u>Month</u>	<u>Month</u>	
STIF	0.10	0.17	1,205	1,687	\$14,813,604
CLASS PLUS	0.02	0.02	60	62	3,735,473
Bank North	0.20	0.20	1,022	1,837	220,208
People's Bank	0.05	0.05	85	83	2,010,218
Sovereign Bank	0.30	0.30	42	515	176,591

Total Outstanding Investments
Rates reflect avg. monthly yield, annualized

\$20,956,094

Assessor

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of May.
- Approximately 510 applications for elderly tax relief were processed. The local option elderly tax relief amounts to \$235,000 due to an additional allocation by the town council this past spring. These benefits will reduce the tax bills that are due in July for those property owners.
- Building permits were prepared for field review and entered into the CAMA system.
- Twenty additional tax appeals to the court system following the actions of the Board of Assessment Appeals on the revaluation of October 1, 2011 were received. Preparation for these activities continued. There have been 25 court cases filed to date.

Revenue Collector

- Revenue Collections for Real Estate, Personal Property & Motor Vehicles amounted to \$92,382.03. The Supplemental Motor Vehicles collected were \$5,758.96 and \$27,412.02 was collected for back taxes.
- May collections were similar to the same period last year with a rate of 98%.

TOWN CLERK

- There were 577 documents filed on the land records. The significant increase in activity is attributable to the Town tax liens filed during the month of May. There were 71 property transfers totaling \$6,127,793 in property sales. The monthly total for conveyance tax collected for the State was \$46,103.75; Town conveyance tax collected was \$15,712.
- Two residential properties were each sold for over \$300,000 and one residential property on Ridge View Crossing sold for \$440,000.
- 13 foreclosure registration forms were recorded.
- 120 copies of vital records were certified by the staff; two cremation permits and 11 burial permits were issued.
- The office catalogued eight Liquor Permits; eight Notary Public commissions and seven Trade Name certificates.
- Other monthly activity included the recording of: 146 mortgages, 231 releases, 41 assignments and 20 liens.

DATA SUMMARY MAY 2012				
	<u>May-12</u>	<u>May-11</u>	<u>FY 11/12 to Date</u>	<u>FY 10/11 to Date</u>
Land Record Documents	577	460	5359	4640
Dog Licenses Sold	2	4	460	448
Game Licenses Sold	60	83	694	685
Vital Statistics				
Marriages	15	11	173	160
Death Certificates	35	50	320	354
Birth Certificates	14	44	247	231
Total General Fund Revenue	\$ 32,122.26	\$ 37,962.19	\$333,435.77	\$352,598.87
Town Document Preservation	\$ 980.00	\$ 812.00	\$ 9,565.00	\$ 9,567.00
State Document Preservation	\$ 980.00	\$ 812.00	\$ 9,332.00	\$ 9,610.00
State Treasurer (\$26 fee)	\$ 17,640.00	\$ 14,616.00	\$152,778.00	\$168,408.00
Locip	\$ 1,470.00	\$ 1,218.00	\$ 13,992.00	\$ 14,193.00
State Game Licenses	\$ 1,150.00	\$ 1,385.00	\$ 6,922.00	\$ 7,764.00
State Dog Licenses	\$ 5.00	\$ 78.00	\$ 2,672.00	\$ 2,961.00

Dog Licenses Surcharge	\$ 2.00	\$ 16.00	\$ 1,046.00	\$ 1,034.00
Marriage Surcharge	\$ 133.00	\$ 133.00	\$ 1,387.00	\$ 1,406.00
Grand Total	\$ 54,482.26	\$ 57,032.19	\$531,129.77	\$567,541.87

POLICE DEPARTMENT

- Lt. John Johnson submitted his letter of intent to retire effective June 1, 2012. A Retirement Reception was held in his honor on May 16th.
- The written exam for Certified Police Officer was conducted on May 10th. Oral interviews with the top five candidates was conducted on May 22nd. The top three candidates have proceeded on to pre-offer polygraphs and background checks. The department presently has two openings due to the retirements of MPO Alberto Higuera and Lt. John Johnson.
- A general recruitment process began in early May with a closing date of May 25th. The entry level exam is scheduled for June 16th. Advertisements appeared in the Hartford Courant, the Town's web site, PoliceAp.com and the Police Academy's web site.
- Under a "Driving Under the Influence" grant funded by the Department of Transportation, Newington conducted 2 DUI checkpoints, and several roving patrols in town. Further coverage will continue thru September.
- A second grant funded by the Department of Transportation took place over the Memorial Day weekend to enforce seatbelt laws, under a program called Click It or Ticket.
- Patrol Calls for May are as follows:

AlarmBurg	117	F/OTHER	8	MVAssist	41
ALARMHOLD	4	F/STRUC	4	MVComplaint	50
Animal	24	F/VEH	3	NEIGHBOR	13
ASSAULTIP	2	F/WATER	1	NOISE	27
ASSAULTREP	3	FINGERPRINT	22	NOTIFICATION	5
Assist	30	FIREWORKS	3	OPENDOOR/WIN	5
BADCHECKNSF	1	FOLLOWUP	61	PARKINGVIOL	11
BREACHIP	16	GUN	2	PistolPermTemp	19
BREACHREP	1	Harassment	20	PropFound	6
BURGREP	2	HAZARD	28	PROPLOST	7
CARSEAT	1	ILLEGALDUMPING	4	RECOVEREDMV	2
Check	94	INDECENTEXP	2	SERVSUBPOEN	1
CLEARLOT	18	INTOXICATED	10	SERVWARRANT	31
COURT	23	JUVCOMP	15	SpecDetail	61
CRIMMISREP	17	LAND/TENANT	1	STOLENMV	6
CSO	2	LarcFromMV	14	SUDDENDEATH	1
CUSTOMERIP	8	LARCIP	26	SUICIDEATT	1
CUSTOMERREP	2	LarcRep	54	SuspiciousIP	102
Dog	45	Location	111	SuspiciousRep	38
DOMESTICIP	36	LOCKOUTMV	1	THREATREP	2
DOMESTICREP	9	LOCKOUTRESID	1	TOBACCO	2
Drug	10	M	170	TOW	20
DUI	12	MISSING	4	TOWNORD	3
EDP	4	MVABAND	4	TRAFFIC STOP	1,026
ESCORT	24	MVAEVADING	10	TrespassIP	6
F/ALARM	11	MVAINJURY	12	TrespassRep	3
F/Hazmat	3	MVAProp	88	TOTAL FOR NPD: 2,592	

Patrol Investigations:

- A patrol officer was conducting laser speed enforcement in town. The officer stopped the operator of a vehicle for speeding. A NCIC check revealed that the operator was the subject of an outstanding arrest

warrant originating out of Wethersfield CT. The warrant was confirmed and the operator was placed under arrest. Because the vehicle posed a hazard due to its position in the roadway, a tow truck was summoned to the scene. An inventory search of the vehicle was performed per Newington Police Department policy. During this search, the officer located several plastic bags containing crack cocaine. The cocaine was packaged in a manner and quantity consistent with sale, not personal use. Furthermore, it was apparent that the vehicle had been modified in order to conceal the crack cocaine. The operator was transported to the police department for processing. He was charged with Possession of Narcotics and Possession of Narcotics with Intent to Sell. He was also issued an infraction for Traveling Unreasonably Fast. The operator was held on a \$5000.00 bond which he later posted. The 2001 Audi A6 was seized as it was used to facilitate the transportation of narcotics from one place to another for the apparent purpose of sale.

- The police department conducted a DUI check point in the area of 2800 Berlin Turnpike in May. A red Jeep Grand Cherokee drove through the checkpoint and the operator was contacted by officers. Upon making contact with the operator, the officer could smell a strong odor of fresh marijuana coming from inside the vehicle. Based on probable cause, the officer searched the operator and his vehicle. This search led to the discovery of two large zip-loc bags with a large amount of marijuana inside them. In addition to the large quantity of marijuana, the operator was found to be in possession of \$3,601.00 in cash. The operator was arrested and the marijuana and cash was seized as evidence. The marijuana was later determined to have a total weight of 934 grams or 2.05 pounds. The operator was transported to police headquarter where he was processed on the charges of Possession of Marijuana and Possession of Marijuana with Intent to Sell. He was held on a \$10,000.00 bond.
- Officers were dispatched to a local residence on a report of a residential burglary. The homeowner stated that she had just arrived home and discovered that someone had entered her home. Upon arrival officers searched the interior of the home but did not locate a suspect. Investigation revealed that the home had been entered through an unlocked window and personal belongings from inside the home had been stolen. The items stolen included personal checks, jewelry, and a men's watch. Detective Division personnel responded to the home and processed the scene for physical evidence.
- Officers canvassed the neighborhood in an effort to locate a witness or develop investigative leads. Two separate homeowners provided information about individuals recently seen in the neighborhood. This information will be followed up by the case officer. At this time no specific suspect has been identified and this case remains under investigation.

Detective Division

- Handled 57 investigations, 31 remain ongoing and 26 were closed by investigative methods.
- Served 34 arrest warrants, 26 by Patrol Officers and 8 by Detective Division personnel
- Made three drug arrests this month. One was for Possession of Marijuana, one for Possession With Intent to Sell Cocaine, and one for Sale of Cocaine. As a result of those investigations, marijuana and powder cocaine was seized along with one vehicle.

Community Service Officers (CSO)

- Was the police department representative for a school lockdown drill at E. Green
- Worked in conjunction with Tom Molloy to solve an illegal dumping issue on town property.
- Continued to work on the details of the 5k, The Race to End Domestic Violence.
- Attended a meeting with residents of Westchester Condo Complex with regards to concerns of a party recently released from prison on sexual assault charges and now residing within the area.

UCR/NIBRS Selected Crimes

Preliminary April 2012

April 2011

Type of Crime	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	0		0	0
Forcible Rape	0		0	0
Robbery	1	\$18	3	\$160
Assault	3		10	0
Burglary	10	\$17,064	15	\$25,325
Larceny Theft	61	\$34,662	44	\$31,847
Auto Theft	3	\$15,200	4	\$34,200
Totals	78	\$66,944	76	\$91,532

- In April the police department arrested 75 adults: 1 for rape, 1 for robbery, 8 for assaults, 1 for burglary, 0 for forgery/fraud, 2 for vandalism, 10 for narcotic violations, 12 for DUI, 1 for offenses against family and children, 1 for disorderly conduct, 17 for larceny theft and 20 for other miscellaneous offenses. The department also arrested or referred 8 persons under the age of 18: 2 for larceny, 3 for sex offenses, and 3 for other offenses.

Police Department Overtime

- Comparison:
 - OT April \$ 97,211 (2 payperiods two holidays-payperiod average \$48,605)
 - OT May \$ 100,307 (3 payperiods, 0 holidays-payperiod average \$33,435)
 - Total Increase- \$ 3,096
- In April, there were three officers on injury leave working on light duty, 12 days of military leave, and a retirement. Overtime reflects a period of 42 days. There were three payperiods in May.
- There was no overtime in Administration this month.
- Patrol overtime of \$72,483 is an increase of \$9,835, due to there being three payperiods in this May. Overtime included coverage for three vacant shifts, twelve days coverage for military leave, an officer vacancy, holdovers for reports, Memorial day parade coverage, pawn shop checks, court appearances, and one suspicious death.
- Detective Division Overtime of \$2,673 is a decrease of \$335. Overtime included a suspicious death investigation, and investigation follow-ups.
- Communications overtime of \$13,176 a decrease of \$4,777. Overtime costs include coverage for shift in training and vacation time. The dispatcher vacancy was filled in February but until the training is completed, overtime will still be used to fill the position. It is anticipated that training will be completed the first part of June.
- Education overtime of \$7,383 is a decrease of \$3,709. Training in May was reduced to reduce overtime.
- Support Services overtime of \$4,273 is an increase of \$2,270. Overtime included overtime for a program called Drug Take Back, where prescription drugs were collected for proper disposal, parade participation, and Youth Council Meetings.
- ACO overtime \$318 an increase of \$318 for two call outs.

FIRE DEPARTMENT

	May 2012	11 Month Total
Residential	9	271
Commercial, Industrial, Office	3	59
Hospital, School	1	7
Vehicle	4	23
Rescue, Police Assistance	4	23
Dumpster, Rubbish, Grass, Brush, Leaves	2	33
Hazardous Materials/Clean up	5	41
Investigative Alarm	16	219
False Alarm	0	0
Mutual Aid/Standby	1	32
Carbon Monoxide Investigation	5	83
Water Related Incidents/Pump-Outs	1	43
Total	51	834

Training Summary

Multi-Company Training	Vehicle Extrication Cos. 1 and 3 Vehicle Extrication Cos. 2 and 4	134.5 hours
Officer Training	Pre-Planning	20.0 hours
Driver Training	Road time Orientation Pump Operations	39.0 hours 3.0 hours 4.0 hours

	Cone Course	6.0 hours
Company Training	Water Supply	3.0 hours
	Stabilization/Shoring	21.0 hours
	Radio Operations/Evacuations	16.0 hours
	Hose Line Operations	6.0 hours
	Pipeline Emergencies	7.0 hours
Fire Prevention Training	Home Surveys	6.0 hours
Task Force Training	Equipment Familiarization	30.0 hours
CRCOG Training		3.0 hours
Misc. Training	Capitol Reg. Chiefs – Statewide Resp.	n/a
	Firefighter I & Haz/Mat (1 member)	
	Firefighter II (9 members)	
Total		300.50 Hours

FIRE MARSHAL

- The Fire Marshal's Office completed the following activities during the month of May, 2012.

INSPECTIONS	16
INSPECTION FOLLOW-UPS	32
PLAN REVIEW	13
JOB SITE INSPECTIONS	8
UNDERGROUND TANK REMOVAL	0
FIRE INVESTIGATIONS	1
FIRE ALARM TROUBLE	2
COMPLAINTS	5
HAZ/MAT	0
BOMB THREATS	0
BLASTINGS	1

Incidents:

- There were no significant incidents or fire injuries reported during the month of May.

Fire Marshals Activities:

- Responded to 30 fire calls during the month.
- Attended the Annual Connecticut Emergency Management Symposium in Cromwell. Topics: Disaster Recovery, Community Resiliency Pilot Project, Response to Suspicious White Power Incidents, Review of the upcoming Statewide Disaster Preparedness Exercise in July, Enhanced Utility Company Storm Response and Recovery Readiness Guidelines and Reviewing Local Emergency Operations Plans.
- Attended the monthly meeting of the Capitol Region Fire Marshals Association in Manchester.
- Attended a pre-construction meeting at town hall to review plans for the New Britain-Hartford Busway Project.
- Attended the quarterly MDC/Fire Service meeting at the MDC Training Center on Maxim Road in Hartford.
- Attended a meeting in the Human Services conference room with several other town agencies to develop a Response Team to help deal with residential hoarding issues.
- Issued the Annual Blasting Permit for the Balf/Tilcon Plant on Hartford Avenue.
- Met with a representative from the Chamber of Commerce to review the Market Square on street fire lane requirements for the upcoming Classic Car Show.
- Met with the residents and staff at Cedar Mountain Commons to review their Emergency Action Plans and answer numerous questions on various fire safety topics.
- Conducted fire extinguisher training for the Dunkin Donuts staff at their turnpike location.
- Conducted fire extinguisher training for the BOE school bus staff at town hall.

- Attended the quarterly meeting of the Newington Employee Health and Safety Committee at town hall.

HIGHWAY DEPARTMENT

Administration

- Attended various staff and committee meetings
- Continued to compose bids for trash and recycling hauling contracts
- Met with residents to discuss various issues and concerns
- Attended AFSCME contract negotiation meetings
- Attended Solid Waste Management Advisory Committee Meeting
- Attended bus way pre-construction meeting
- Over see the purchase and installation of Market Square banner
- Attended Public Works and Health and Safety meetings
- Attended NAFA fleet seminar
- Attended CL&P tree clearing meeting
- Assisted with annual MDC hazardous waste collection day

Roadway Maintenance

- Highway operators continued with Landfill material processing
- Continued with Town wide pot hole patching
- Repaired catch basins where needed
- Continued with Town wide litter and graffiti control
- Crews cleaned out problematic waterways on Mountain Road
- Crews completed excavating and paving new parking area at High School
- Crews excavated and repaved bus turn around on Griswoldville Avenue in preparation of milling and overlay
- Completed milling and overlay of Griswoldville Avenue
- Completed the reconstruction of walking path at Mill Pond
- Highway crews trimmed roadside of overgrown brush/branches
- Highway Personnel assisted with the annual MDC hazardous waste collection day
- Crews continued with catch basin cleaning

Traffic Division

- Installed and/or repaired missing/damaged street name and regulatory signs
- Assisted with the Installation of new banner on Market Square
- Assisted with traffic control for the annual Newington Library's 5K Challenge Race
- Assisted with traffic control for the annual Memorial Day Parade

Fleet Maintenance

- Mechanics continued with seasonal services on mowing and construction equipment
- Continued spring services on Fire Department Apparatus
- Continued with scheduled maintenance and emergency repairs on all Town vehicles.

Sanitation/Recycling/Landfill

- Scheduled 927 residential bulk items for collection
- Scheduled 73 condominium bulk items for collection
- Scheduled 24 condo/residential scrap metal items for collection
- 6,740 tons of cumulative Municipal Solid Waste were collected from July 1, 2011 through April 30, 2012
- 2,320 tons of cumulative recyclables were collected from July 1, 2011 through April 30, 2012
- 1260 mattresses collected from July 1, 2011 through April 30, 2012
- Issued 63 permanent landfill permits and 23 temporary permits

TOWN PLANNER

Town Plan and Zoning Commission

- May 9: TPZ approved a request to conduct cosmetology training at Sculptures Salon at 262 Brockett Street.
- May 23: finished drafting a proposed text amendment as requested by the Town Plan and Zoning Commission to allow limited automotive-related uses on the Berlin Turnpike. The proposed amendment creates two separate categories of automotive-related uses: "auto-related uses" (dealers, general repairers, car washes, and car and truck rental businesses), and "motor vehicle service uses" (limited repairers and oil, brake, and tire stores). "Auto-related uses" would continue to be prohibited on the Berlin Turnpike. "Motor vehicle service uses" would be allowed by Special Exception.

Busway

- May 8: participants in the Busway project made a PowerPoint presentation to Town staff on the eve of starting construction. Present were representatives of DOT, Michael Baker Engineering, STV Inc, CRCOG, etc.
- May 24: met with CRCOG Transportation Planner in Town Manager's office to discuss CRCOG assistance to obtain funds to conduct land use planning along the busway corridor.

National Welding Property

- On May 7 the Town Planner met with an individual interested in obtaining the property. The individual was advised that the Town will probably select a buyer through the RFP process. He requested and was given electronic copies of the several environmental assessments conducted by Fuss & O'Neill.
- May 23: met with representatives of CT Development Authority in Town Manager's office to discuss assistance with funding for site cleanup.

Future Applications

- May 1: met with representatives of the "Veterans' Landing" assisted living facility on Veterans Drive. The draft site plan was reviewed. Issues such as traffic and MDC services were discussed. The applicants said that they expect to file for TPZ approval in three-four months.
- May 9: met with representatives of a proposed new restaurant to be constructed at 2909 Berlin Turnpike. The draft site plan was reviewed. Issues such as parking and road access were discussed. No timetable was discussed.
- May 17: met with representative of existing manufacturer to discuss expanding existing building on Holmes Road. The draft site plan was reviewed. Issues such as non-conforming setback and wetlands approval were discussed. No timetable was discussed.
- May 21: met with pastor of a congregation in Massachusetts looking to relocate to the house at 30 Maple Hill Avenue. The need for a site plan was discussed. Issues such as parking and impact on surrounding residents were discussed. A special exception application was subsequently submitted; the application is on hold until a site plan is submitted.
- May 30: met with MDC representatives to discuss pump station and generator on Meadow Street.
- May 31: met with representative of a proposed medical office in the former bank building at 2909 Berlin Turnpike. The draft site plan was reviewed. Issues such as parking and the proposed restaurant were discussed. No timetable was discussed.

Miscellaneous

- May 2: met with the owner of Roger Sash and Door on Stamm Road to discuss significant flooding issues. A follow-up meeting with the Town Manager was held on May 18.
- May 22: met with contractor on Mill Street Extension project to discuss additional work, and the need for his timely submission of cost estimate.
- May 25: met with new Economic Development Director Andy Brecher to review current economic issues in Newington, and to coordinate respective efforts.

BUILDING DEPARTMENT

- A Building Permit was issued for a new nail salon to be located at 2195 Berlin Turnpike.
- A Building Permit was issued for a new tenant space (food distributor) interior tenant fit out at 367 Alumni Road.
- A Demolition Permit was issued to remove 1 story with attic at the former Arrow Dry Cleaners at 1095 Main St.
- Seminars attended by our Inspectors for their continuing education credit were:

- D. Jourdan - View Permit User Conference – May, 10, 2012
- D. Jourdan - Generators, Generators and More Generators – May 17, 2012
- D. Zwick - Design and Trades Conference – May 25, 2012
- R. Smith - Design and Trades Conference – May 25, 2012
- Building Department activity for the month of May was as follows: The Inspectors completed a total of 191 Inspections. They were: Apartment (3), Blight (6), CO (7), Complaint (4), Decks (16), Electrical (32), Final (38), Footing (8), Foundation (1), Framing (4), Gas Line (18), Hot Water Heater (4), Incident Report (1), Insulation (9), Mechanical (1), Plumbing (2), Pools (5), Rough (23), Sign (4), Site Visit (2), Slab (1), Work without permits (2).
- The total number of Building/Renovation Permits issued for the month of May was **170** producing a total permit value of **\$1,447,992.00**.
They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	24	813,493.00
DECK	13	56,048.00
DEMOLITION	1	18,000.00
ELECTRICAL	38	53,011.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	2	4,495.00
GARAGE / SHED	9	32,712.00
MECHANICAL	28	229,728.00
NEW COMMERCIAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	19	26,575.00
POOL	6	44,631.00
ROOFING / SIDING	25	157,282.00
SIGN	3	2,700.00
TENT	2	9,317.00
TRAILER	0	0.00
TOTAL	170	\$1,447,992.00

The total Building income fees received in the month of May was **\$17,494.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1545.00, Environmental \$360.00, Conservation \$700.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$90.00, Driveway / Excavation \$450.00, Engineering copies \$214.00. The other total income is \$3359.00

Below is a comparison of the Permit Values for May 2012 and May 2011

	<u>2012</u>	<u>2011</u>
Value of Permits issued for May:	\$1,447,992.00	\$1,776,105.00
Fees for Permits issued for May	\$17,494.00	\$20,668.00
Other income Fees for May	\$3224.00	\$3470.50
Building Permits Issued for May:	170	162

Total Value of Permits and Permit Fees for the Fiscal Year:

<u>2011-2012</u>		<u>2010-2011</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>

\$12,695,819.00

\$156,145.00

\$20,029,082.00

\$224,711.00

ENGINEERING DEPARTMENT

- During the month of May there were 18 excavation permits issued as follows:
 - 10 Driveways
 - 8 Gas Service
- Engineering staff assisted five applicants (3 residential, 1 commercial and 1 condominium association) in the preparation of Inland Wetland applications. The Town Engineer participated in and continued to assist with the presentation of all applications, old business items, etc. for the monthly Inland Wetlands meeting.
- The Town Engineer continued to participate in the monthly CROG transportation meetings.
- Engineering and Zoning staff continued to review, monitor and provide inspection for bond release requests.
- The Town Engineer assisted and participated in the Inland Wetlands Special Meeting "Symposium" on invasive plant species.
- Engineering staff continued to provide administrative review and coordination of concrete installation throughout town.
- Planning and Engineering staff attended a presentation on the busway.
- The Engineering Department welcomes Mr. John DiMaria, as a new Engineering Technician on staff.
- The Town Engineer attended a meeting and provided technical support for the Downtown Revitalization Committee. The primary focus of the Committee is the Market Square Streetscape Project. A semi-final walk through (inspection) was conducted on-site. Minimal activities (punch-list items and corrective measures) remain for project completion.
- Engineering staff continued to receive inquiries for Planning and Engineering including research (plans, documents, easements, etc.), coordination of meetings and field reconnaissance if required.
- Site plan and project reviews continued for both Inland Wetlands and Town Plan & Zoning Commissions.
- The Town Engineer continues to monitor and provide administrative support to the Market Square and Mill Street Extension projects. These responsibilities include, but are not limited to: liaison between consultant, contractor, Town, verification of quantities, change orders, payments and all correspondence related there to.

HUMAN SERVICES

- Recently hired, Social Worker II, Pam Wassik, continues transitioning nicely and taking on more cases.
- The Food Bank assisted 129 households. The Clothing Closet assisted 22 households.
- The Outdoor Market served 225 households on three days this month.
- The Special Needs Fund assisted 10 households with primarily medical and utility bills. Five were elderly residents.
- The Social Casework Program had an active caseload of 127 with 55 new referrals. Presenting issues included financial difficulties, housing, substance abuse, health, mental health, social security, and domestic conflict. Staff followed up on several police referrals related to suicide, medical and mental health needs.
- The Youth and Family Counseling Program handled a caseload of 38 with 4 new referrals and 8 inactive cases. Coordinator, Christina Salvio and contractors provided 94 clinical therapy sessions and made 89 contacts with families and other agencies.
- There was 1 Juvenile Review Board case during the month.
- Summer Youth adventure registrations are flowing in with a June 1st deadline. Many programs were full by the end of May!
- The final ROPE cycle runs May into June and a ROPE cycle was also held at St. Mary's school.
- Adventure Bound Challenge 8th grade students went camping in People's State Forest, hiking and geocaching. Two high school mentors accompanied them on the trip.
- Martin Kellogg students that were not able to attend the 8th grade trip to Washington, D.C. spent three days with Youth Worker Rik Huggard and other staff on the challenge course, canoeing and hiking.
- The High School Self-Awareness student group went canoeing at Fisher Meadows.
- 6 people provided community service hours, totaling 40 hours with more to be completed in June.

- 4 college social work interns have been interviewed to join us next fall. A summer intern is also joining us through the end of July. Three students are from CCSU and two are from University of Hartford.
- Clinical Coordinator, Christina Salvio announced her resignation, to expand her private practice and pursue other opportunities. She will be leaving mid-June.
- Director Futoma will be taking the summer to review, advertise and fill the clinical position by the beginning of the school year/September.
- Director Futoma and Coordinator LaBrecque attended an emergency management symposium for disaster relief preparedness in CT.
- Staff have participated in numerous trainings, and collaborative roundtable meetings to enhance how we identify, approach and meet community needs. A very successful annual postal carriers food collection was held town wide netting a truckload of needed items from Newington residents for Newington residents.
- We were the recipient of a donated commercial refrigerator from Jefferson House, greatly enhancing our storage capacity for summer produce and other perishable items.
- Several college student interns finished up their internships with us this semester, with two of the students being hired contractually to assist with the Summer Youth Adventure Program. It provides a great extension to their learning opportunity and we've already worked with them for at least one semester.
- Director Futoma and Youth Worker Huggard provided a senior seminar on stress for NHS seniors.

May 2012 Statistics

	FY 11-12 Undp. Total This Month	FY 11-12 Undp. Total Last Month	FY 11-12 Cum. Undp. Total YTD	FY 10-11 Cum. Undp. Total YTD
Selected Programs				
Youth and Family Counseling	38	49	262	178
Positive Youth Development	139	248	2319	2527
Information and Referral	121	206	4857	6114
Social Casework Cases Under 55 = 86 Over 55 = 41	127	89	654	454
Food Bank Households	129	135	1722	1563
Special Needs	10	11	137	184

SENIOR AND DISABLED CENTER

- In celebration of Older Americans Month the Center held the annual Volunteer Recognition and Wall of Honor Dinner. With a dinner provided at an extremely low cost by Jefferson House and served by Town and Center staff, more than 100 people were recognized. This included Wall of Honor Inductee Ann Garbiel.
- In an effort to support the efforts originating with the ICAN program, representatives from the community were invited to a Brainstorming Luncheon at the Center on May 24th. Together with the ICAN leadership, Human Services and Senior and Disabled Center staff are hoping to restructure the program to provide vitally needed home supports.
- On May 2 Dr. Marina Funtik and 5 other dental students from the UConn School of Dental Medicine spoke about the importance of oral hygiene and dental prosthetics in a program on Oral Health for Older Adults
- The Alzheimer's Association 4 Part Caregiver Series continued with sessions on family dynamics and legal and financial issues.
- On May 11 Dan Interlandi from the Newington Volunteer Ambulance Corps taught a friends and family "hands only" CPR workshop.

- On May 11 Dr. William Vincent discussed the pros and cons of using probiotics at a lunch and learn sponsored by Monsignor Bojnowski Manor and Euro-American Connection Home Care.
- The Coffee Talk program on May 18th welcomed guest State Rep. Sandy Nafis
- A lunch and learn was enjoyed by a sell out crowd on May 31. Erin Hall from the Atrium of Rocky Hill spoke about foods keep brains healthy and in great working order.
- The Center currently has 2,061 paid members with an additional 626 residents registered for Dial-A-Ride.
- There were 50+ programs offered by the Center in the month with some one time programs and others ongoing with a total recorded attendance of 3680 by 600 people. Actual attendance is higher as many participants still do not sign in and there have been periodic problems with the scanning system.
- Dial-a-Ride provided 1,318 trips covering 3,741 miles during regular hours. An additional 9 trips were provided for the monthly meeting of the Commission on Aging and Disability. This transportation is required by the members of the Commission to attend meetings.
- Center staffing was complemented by 841 hours of unpaid service by 73 volunteers.

PARKS AND RECREATION

Administration

- Superintendent met with Town Manager, Facilities Manager and Architect on proposed Town Hall/Community Center plans.
- Superintendent met with Town Engineer and Highway Superintendent on several proposed projects.
- Superintendent met with staff on weekly basis regarding various work assignments and issues.
- Superintendent met with Town Manager and his negotiation team regarding the AFSCME contract.
- Superintendent met with the Safety Committee.
- Superintendent met with the members of the Public Works Committee.
- Superintendent met with the Town Manager, Mr. Clem Lemire, family and friends.

Recreation Division

- The Summer Program Guide was distributed to Newington residents as an insert in the May edition of Newington Life newspaper. Resident registration began on Friday, May 4th, which is about two weeks early than normal. New programs for summer include a Family Field Day as part of Extravaganza week, private swim lessons, Kids' Art Explorers and LAX Stars Girls' Lacrosse Camp, as well as an opportunity to have family portraits taken at Mill Pond Park.
- Registration for non-residents began on Friday, May 18th.
- We are again offering discount tickets for Lake Compounce and Six Flags Amusement Parks. Tickets are available at the Parks and Recreation office and are \$28 for Lake Compounce or \$34 for Six Flags.
- Residents were given the opportunity to purchase Summer 2012 pool passes at a discounted rate on or before May 23rd. Individuals who purchased their pass early saved \$5 and those who purchased Household passes early saved \$10. Many residents took advantage of this discount.
- The 14th Annual Golf Tournament was held at Indian Hill Country Club on Monday, May 14th. A total of 105 players registered for a very successful golf tournament.
- Men's and Women's Softball Leagues began play in early May. This year there are 17 Men's teams and 4 Women's teams.
- The Co-Ed Adult Kickball League began on Sunday, May 13th. This year there are 5 teams in the league.
- Interviews were held in early May for seasonal aquatics positions and supervisory promotions. Training for seasonal aquatics staff began on May 21st.
- Relay for Life was held at Mill Pond Park Friday & Saturday, May 18 & 19. Stephanie Boulay and Eric O'Neil worked with the Relay for Life organizers to coordinate this event.
- All Extravaganza Sponsorship forms were completed and sent out to past event sponsors.
- Staff has continued to send press releases regularly to local media venues, and our website has been updated on a regular basis.
- Staff met with B. Till and architect regarding proposed Community Center plans and space needs.
- K. Gallicchio has finalized the details of the Summer Music Program.
- Interviews were held throughout the month for summer staff positions, including Summer Playgrounds staff & concession attendants. Interviews have now been completed and all staff has been hired. Staff training began in mid-May.
- Preschool registration for the 2012-2013 school years has been ongoing throughout the month.

- Planning and preparations for Extravaganza have been ongoing throughout the month.

Parks & Grounds

- The traditional Memorial Day preparations were carried out with emphasis on the Cemeteries, Town Hall and parade route. All the flags were hung, the Veterans flower beds planted and mulched and the Cemeteries were all cut and looking sharp.
- Mulching of the flower beds continued throughout the month.
- The Green Tennis Courts at Mill Pond were completed for use and the Reds were half done. Parks employees applied six tons of material to the Greens this year.
- Lester Daigle LT-17 cleaned and repaired cracks in the Mill Pond swimming pool in preparation for a June opening.
- The sixteen flower pots for the Town Center were filled and put out for planting.
- Steve Tofeldt LT-14 has begun the replanting of trees in West Meadow Cemetery that were damaged in last Octobers storm.
- There were 10 interments in Town Cemeteries this month.
- Division personnel were offline 29 days this month.

LIBRARY

- The Friends' held a successful book sale on May 4, 5 & 6, thanks to Terri Planco, book sale liaison, and the team work of Friends and volunteers who make the sale what it is. The Friends have it down to a system, and what stamina they have. Many thanks to the Senior and Disabled Center and their staff for use of their spacious facility!
- An all time high of 386 people registered for the Library's 5K Race at Mill Pond Park on Sunday, May 20th. It was a gorgeous day with many cheering spectators, and there was food and great raffle prizes for the participants. Thanks to all volunteers who helped at the race!
- Craig Minor, the new Town Planner, came over to the library for a "behind the scenes" building, grounds and services tour on May 2nd.
- Ruth Block, Circulation Supervisor, retired on June 4th, after 28+ years of service. She received a Town clock from the Town Manager and many friends, family, staff and patrons came to wish her well at a June 1st reception and evening dinner party. We will miss her!
- After posting Ruth's Librarian I position internally for Town Union employees with no applicants, we opened the position to library staff. Four people applied and an outside panel will be interviewing the candidates on June 8th.
- Summer is always extremely busy at the library and this year will present some challenges with the retirement of Ruth Block. Jennifer Hebert will be the seasonal circulation desk employee to cover Ruth's hours and other staff vacations. Jenn will also be doing an unpaid internship with Lisa, helping out with the Adult Summer Reading program. Amanda Bollacker is back as our summer seasonal help in the Children's Room.
- Donna Miller attended the Library Board and Friends of the Library meetings, the Town department heads meeting, two AFSCME Union meetings, held a monthly staff meeting, two library department heads meetings and had individual meetings with department heads.
- Shirlee-Ann Kober and Donna attended the Chamber of Commerce Annual Awards Dinner on May 31st. Shirlee-Ann was recognized as the library's long-time Chamber liaison.
- The Chamber of Commerce held two regularly scheduled events at the library this month. The 7 a.m. Network convened in the Community Room on May 16th for a special meeting with Carol Mon teaching the attendees about LinkedIn. The next day, the Women's 8 a.m. Networking group met here for a talk and "behind the scenes" tour with the Donna Miller.
- Donna spoke to the Women's Fellowship at a potluck luncheon at the Church of Christ Congregational on Main Street on May 21st. (I spoke about library services, but they liked my homemade strawberry rhubarb pie the best!)
- Technology: Lisa continued working with Town IT staff on a SIRSI computer system upgrade, working out some bugs with the CASSIE print management system, and fixing a bad wireless controller which caused our wireless connections to go down. She also continued training staff on the new CASSIE system.
- Lynn Caley, Business Manager, has been working with the new print management system and copier and printer equipment in managing the Jamex coin-op maintenance, and taking statistical readings

which will give us a much better idea of computer, printer and copier use. She and Lisa have also done a lot of staff training on the new equipment and software.

- Terri Planco, Carlene Petersen and Jeanette Howes attended the CT. Libraries Association Conference in Groton, networking and bringing back some new ideas.
- Diane Durette attended a webinar on *What to Do About Personnel Problems in CT*.
- Jeanette Howes is co-chairing a consortium Overdrive Task Force to investigate policies regarding downloadable audio and ebooks. She also attended an Interlibrary Loan Roundtable at Middletown Library Service Center.
- Eight Computer classes were held this month on *Be Your Own Travel Agent*, *Mail Merge with Word*, *Intermediate Excel* and *Picasa*. Two other technology classes offered were *Help with Your Nook* and *Help with Your Kindle*.
- Other adult programs included a screening of the movie *Moneyball*, book discussion groups at the library and at Cedar Mountain Commons, *Railroads: Their Role in the Civil War*, and an *Interviewing Skills Workshop*. Books were delivered to two homebound patrons.
- The library has subscribed to two new online databases: *Legal Forms*, where you can search for, download and print legal forms that comply with CT laws; and *Career Transitions*, which covers the employment process, including resumes and cover letters, interviewing, company information, educational opportunities, job searching and applying online.
- In addition to the weekly story times, children's programs this month included: Tales 2 Tails (the R.E.A.D. therapy dog), *Turtle Splash*, *Family Storytime*, *We All Get Ready to Read*, *Just a Story & a Song*, *Read, Rattle & Roll*, Cookbook Clubs, Construction (Lego) Club, and more. Pat Pierce hosted a Childcare Association Presentation and a Volunteer Network meeting. Librarians visited daycare centers, did Nutmeg Book Talks at the middle school, and hosted a St. Mary's Summer Reading visit.
- Children's staff and Friends of the Library marched in the Memorial Day Parade on May 26th.
- Teen programs included Graphic Novel and Horror Book Clubs, Teen Advisory Board and Teen Anime Club. Teen librarians, Karen Benner and Bailey Ortiz, presented their book talks to over 800 students at Newington High School and St. Mary's School to promote summer reading. Our Teen Volunteer Network has 30 teens helping out with Spring and Summer programs and events.
- Building: The HVAC system is not working properly, and staff has to manually switch the A/C on and off several times a day, depending on changing temperatures and humidity. Tom and Sean from Facilities are very responsive to our work orders, but Johnson Controls needs to spend some time figuring out why the new system isn't working properly with the old system. The 2nd floor children's storage room has been opened up with a new door and shelves. The skylight has leaked some, and we are looking forward to getting this fixed after July 1st. The circulation area reconfiguration is slowing making progress. Facilities cut the "L" off the circulation desk to make more room, and the new shelving and DVD racks are on order. Other minor building repairs were taken care of.
- May 13th was the last Sunday open for the season. Sundays will resume in November.

MONTHLY STATISTICAL REPORT, LIBRARY, MAY 2012				
	2012	2011	Gain/Loss	%Gain/Loss
CIRCULATION				
ADULT	20,826	19,702	1,124	5.71%
CHILDREN	10,016	9,057	959	10.59%
YOUNG ADULT	1,037	950	87	9.16%
DVD'S	8,192	6,981	1,211	17.35%
DOWNLOADABLE BOOKS	424	205	219	106.83%
E-READERS	13	11	2	18.18%
MUSEUM PASSES	61	67	-6	-8.96%
TOTAL CIRCULATION	31,879	29,709	2,170	7.30%
CUMULATIVE CIRCULATION YTD	368,451	373,260	-4,809	-1.29%
DAYS OPEN/MONTH	28	28	0	0.00%
AVERAGE DAILY CIRCULATION	1,139	1,061	78	7.30%
PATRON COUNT	19,151	18,412	739	4.01%
AVG. PATRON COUNT PER DAY	684	658	26	4.01%

SELF CHECKOUT CIRCULATION	884	777	107	13.77%
TOTAL # CARDHOLDERS	12,405	12,606	-201	-1.59%
SUNDAY CIRCULATION	889	1,315	-426	-32.40%
SUNDAY PATRON COUNT	578	829	-251	-30.28%
PUBLIC SERVICES				
TOTAL REFERENCE QUESTIONS	5,086	4,990	96	1.92%
TOTAL COMPUTER USE*	4,693	2,559	2,134	83.39%
TOTAL DATABASE SEARCHES	42,686	19,846	22,840	115.09%
WEBSITE VISITS	7,855	7,384	471	6.38%
INTERLIBRARY LOAN--LOANS	862	729	133	18.24%
INTERLIBRARY LOAN--BORROWS	612	574	38	6.62%
PROGRAMS CHILDRENS	72	46	26	56.52%
PROGRAMS CHILDRENS ATTENDANCE	2,074	1,114	960	86.18%
PROGRAMS TEEN	6	4	2	50.00%
PROGRAMS TEEN ATTENDANCE	91	36	55	152.78%
PROGRAMS ADULT	12	4	8	200.00%
PROGRAMS ADULT ATTENDANCE	590	498	92	18.47%
NOTARY TRANSACTIONS	14	11	3	27.27%
VOLUNTEER HOURS (Adults & Teens)	144	143	1	0.70%
MEETING ROOM USAGE-OUTSIDE GROUPS	17	14	3	21.43%
MEETING ROOM USAGE-LIB. PROGRAMS	50	40	10	25.00%
STUDY ROOM USAGE	256	247	9	3.44%
TOTAL LIBRARY HOLDINGS (ITEMS)	168,689	163,856	4,833	2.95%

* More detailed stats available from CASSIE beginning 4/12